

APPENDIX L - CONTRACT MODIFICATION FORMS

Contract Change

Appendix L-1

Purchase Order Change

Appendix L-2

APPENDIX L-1 - CONTRACT CHANGE FORM

(Example)

(CSB Letterhead)

CONTRACT CHANGE

CONTRACT NUMBER: _____

CHANGE NUMBER: (Number beginning with "one"

SERVICE: (Name of Contract)

CONTRACTOR: (Name of Contractor)

THE ABOVE-REFERENCED CONTRACT IS MODIFIED AS FOLLOWS:

Section ____, Page __ of RFP # _____:

CHANGE THE FIRST SENTENCE TO READ: " _____
_____. "

ADD THE FOLLOWING SENTENCE: " _____
_____. "

(or other changes as may be applicable)

ACKNOWLEDGEMENT:

By my signature below, I acknowledge and accept the above-noted changes to this contract.

_____(Contractor's Name)_____ (Name) Community Services Board

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____

APPENDIX L-2 - PURCHASE ORDER CHANGE FORM

PURCHASE ORDER CHANGE NO:

Page ____ of ____

VENDOR:		Purchase Order No.	Date of Change:		
		CSB:			
YOU ARE REQUESTED TO MAKE THE FOLLOWING CHANGE IN PURCHASE ORDER ABOVE DESIGNATED.					
ORIGINAL ORDER TOTAL: Including Previous Change Orders (Disregard any payments) ?					
CHANGE ORDER AS FOLLOWS: Show Deletions and/or additions to fully explain change:					
Inv.Control No. Commodit y Code	COMPLETE ITEM DESCRIPTION OR SERVICE	Quantity Wanted	Unit of Measure	Unit Price	
REASON FOR CHANGE:			AMOUNT OF INCREASE/ DECREASE ?		
			NEW TOTAL - CHANGE ORDER NO. ?		
CHANGE AUTHORIZED BY:			TITLE:		
IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, PLEASE CALL THE BUYER SPECIFIED BELOW.					
		PHONE:	FAX:		